

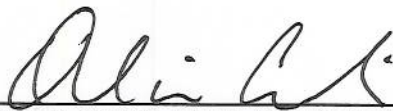
# SFC GUIDELINES MANUAL LETTER

**MANUAL LETTER NUMBER: 5****Release Date: 10-27-09**

This Manual Letter:

- I. Releases Section 5 of the SFC Guidelines Manual, entitled, "MAT Assessment Program."
- II. Issues guidelines for use by DMH Co-Located staff to inform them of the purpose and functions of the Multidisciplinary Assessment Team (MAT) program.
- III. Provides an overall summary of the MAT process and the goals of the program.
- IV. Describes the role of the DMH MAT Provider/Assessor and the DMH MAT Provider Agency Supervisor.
- V. Describes the DMH MAT Coordination/Quality Assurance (QA) function.
- VI. Releases two new forms related to the MAT Program:
  - A. The MAT Quality Assurance Check List, which is used to evaluate the content and quality of MAT Summary of Findings (SOF) Reports, and
  - B. The Monthly MAT QA Check List Review Log, which is used to monitor the performance of MAT Agency staff and to document the ongoing sample review of selected MAT SOF Reports and MAT QA Check Lists.

This issuance has been cleared and approved by the DMH Quality Assurance Division and by DCFS management. Any questions may be directed to Greg Lecklitner, Ph.D., District Chief, Child Welfare Division, at 213/739-5466.



OLIVIA CELIS, DEPUTY DIRECTOR  
CHILD, YOUTH AND FAMILY PROGRAM ADMINISTRATION

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